

Agency Activity Inventory
by Agency
Appropriation Period: FY 2004-05

Agency: E28 - Election Commission

Functional Group: Executive &
Administrative

200 Administration

Oversee the agency's policies and procedures, provides leadership, support, financial services, mailroom and courier services, and other related administrative services. Also, the sale of list program is located in the administration division. Proviso 62.4 allows the SEC to collect revenue and retain and expend it for expenses incurred in the Sale of List Program.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$790,614	\$502,288	\$0	No	\$288,326	7.50

Expected Results:

To provide employees and the public with fair and impartial elections through executive oversight of all SEC related matters. The Sale of List program is intended to maintain an accurate list of all registered voters for customers and to provide an accurate jury list as needed, as provided in Section 14-7-130 of the S. C. Code of Laws.

Outcome Measures:

Surveys conducted for the Sale of List program have always had at least a 95% favorable response.

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201 Voter Services

Oversee implementation of new voter registration system project, maintenance of the database of all registered voters in the State, manage evaluation of voting system certifications, maintenance of agency computer network, oversee Help America Vote Act (HAVA) implementation (see separate activity for HAVA). Two employees in this division provide support to 13 counties using the electronic voting systems. Proviso 62.12 allows the SEC to charge counties for those services.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$521,241	\$387,581	\$0	No	\$133,660	9.00

Expected Results:

Successful implementation of new voter registration system in all 46 counties in the State, to maintain an accurate database of all registered voters in the State, to ensure that all vendors submit the proper documentation for their systems and meet all requirements as required by State law, to keep agency network secure and properly maintained to meet the needs of the agency, to provide accurate databases and ballots for the 13 counties who use the support services division's services.

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Outcome Measures:

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202 Public Information - Training

Proviso 62.8 - Training and Certification Program which includes a common curriculum to include core courses on the duties and responsibilities of county registration boards and county election commissions and electives to promote quality service and professional development.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$152,878	\$117,878	\$0	No	\$35,000	3.00

Expected Results:

Better knowledge for the county election and voter registration commissioners on conduct of elections and procedures for voter registration, to keep an open line of communication between a government agency and public and to offer assistance to voters and candidates seeking public office, follow the status of voter registration and election legislation and advise senior management on any changes and updates as necessary, inform all county election commissions of permanent changes in laws.

Outcome Measures:

10 classes offered, 1 new component added, 600 people attended classes, 24 people were certified.

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203 Help America Vote Act (HAVA)

President Bush signed the "Help America Vote Act of 2002" into legislation in October, 2002. The purpose of this legislation is to improve the election process in the United States by providing federal funds to 1) establish a federal presence for election administration and, 2) provide that every citizen has the opportunity to vote and have their vote counted regardless of race, gender, or disability. The SEC expects to receive federal funds for purposes of implementing HAVA which will require a 5% match.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$1,400,000	\$700,000	\$0	Yes	\$700,000	0.00

Expected Results:

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The SC HAVA State Plan outlines how the State will achieve compliance with HAVA. 1) Provide voting machines to accommodate as many disabilities as possible and provide review screen for each ballot cast 2) install web access and toll-free phone for voters who cast a provisional ballot to determine the status of their ballot, 3) provide instruction, training and outreach materials to voters and election officials, 4) track receipt of identification for voters who register by-mail, 5) revise voter registration and absentee application forms, 6) develop a formal complaint procedure for reporting violations to HAVA, 7) replacement of punch-card voting systems 8) voting machines with the capability of producing a permanent paper record of every vote cast, 9) modify Voter's Rights and Responsibilities Poster to include HAVA specific information, 10) implement image scanning and retention of the voter registration application, including the voter signature, 11) modify UOCAVA procedures

Outcome Measures:

1) RFP being worked on to secure a statewide uniform voting system. 2) Verification that a provisional ballot was counted is now available 3) HAVA related changes have been added to poll manager training and handbook, website being prepared specific to HAVA, 4) implementation of vote by mail identification 5) questions about citizenship and age were added to the voter registration by mail application, 6) an administrative complaint procedure was developed 7) the voters rights poster currently used in all precincts in the State has been revised to inform voters with information on casting a provisional ballot, assistance to disabled voters, federal and State laws that apply to election day, and election official contact information for voters, 10) a RFI is being developed to determine a best solution to scan these documents, 11) fields were added to the statewide voter registration system to track UOCAVA voters and their reasons for voting under this provision.

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204 Special Primaries

Proviso 62.6 allows the SEC to collect filing fees from candidates filing to run in special elections. A special election is one held due to a vacancy in an office for an unexpired term. Responsibilities include printing the list of registered voters, providing oversight including assistance and advisory services to county and municipal election officials, providing election materials, reimbursing counties for election expenses, and other various duties as necessary

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$1,450,000	\$0	\$0	No	\$1,450,000	0.00

Expected Results:

To ensure that every citizen is afforded an opportunity to participate in a fair and honest election.

Outcome Measures:

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205 Distribution to Subdivisions

Proviso 62.1 of the Appropriations Act provides a supplement of \$1,500 per year to all county board members of the registration/election commissions.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$449,017	\$449,017	\$0	No	\$0	0.00

Expected Results:

Outcome Measures:

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206 Distribution to Subdivisions

Section 7-5-40 of the S. C. Code of Laws provides that all counties are given a supplement based on the county population. The breakdown for the amounts are as follows: Counties with less than 25,000 receive \$456.25 per quarter. Counties with 25,000 - 100,000 receive \$912.50 per quarter. Counties with 100,001 - 200,000 receive \$1,368.75 per quarter. Counties with over 200,000 receive \$1,825.00 per quarter.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$161,212	\$65,997	\$0	No	\$95,215	0.00

Expected Results:

Outcome Measures:

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207 2004 General Election

General Elections are held pursuant to Section 7-13-10 of the S. C. Code of Laws. Proviso 62.9 of the Appropriations Act allows the SEC to carry forward any remaining funds to be used for subsequent general elections.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$2,400,000	\$0	\$0	No	\$2,400,000	0.00

Expected Results:

To ensure that every citizen is afforded an opportunity to participate in a fair and honest election.

Outcome Measures:

AGENCY TOTALS

Election Commission

TOTAL AGENCY FUNDS	TOTAL GENERAL FUNDS	TOTAL FEDERAL FUNDS	TOTAL OTHER FUNDS	TOTAL FTEs
\$7,324,962	\$2,222,761	\$0	\$5,102,201	19.50